

## STAFFING SYSTEM

### What is the Staffing List Detail Report?

- The vehicle through which each department aligns its Permanent Budget\* with its permanent/career Faculty & Staff salary commitments.
- The Staffing List Detail Report is generated from the employee payroll information contained within the on-line Payroll system (Employee Data Base, EDB), Open Provisions (Staffing List System, SLS), and the Permanent Budget. Therefore, changes to the Staffing List are accomplished through changes to the EDB, Open Provision (SLS), or permanent Transfer of Funds (TOFs).
- The Staffing List Includes filled Positions and Vacant (Unfilled) Provisions.
- The Permanent Budget (Sub 00 for Academic, Sub 01 for Staff), number of FTE\*\*, and the dollar total on the Staffing List need to balance.

### What are Open Provisions?

- Open Provisions are place holders for unfilled positions. The appointments are currently not in the EDB system, but need to be recorded on the Staffing List as commitments.
- Accounting for current staffing commitments (staff with indefinite end dates) and vacancies (provisions) will align the permanent budget with the department's staffing plan.
- Provisions are managed by departments via the Open Provisions/SLS function through OASIS.
- Open Provisions are established at the entry (base) level salary scale.
- Open provisions are range adjusted annually by Academic Planning and Budget (APB) based on the July Staffing Lists.

\* Permanent budget = A unit's base funding from the University for the next fiscal year as of July 1.

\*\* FTE= Full time employment position. One FTE is based on one full time career employee with an indefinite appointment end date. A 50% time employee will have a .50 FTE.

## STAFF Appointment

### New Appointments:

- An appointment is entered in EDB with an indefinite end date which will create an entry on the Staffing List.
- For above entry level hires, a permanent TOF will need to be processed to fund the higher salary. Departments will need to re-budget permanent funds to sub 01 (generally from subs 02-08) for the additional salary expense.
- Delete the related Open Provision.
- Indefinite appointments are only for those employees who hold permanent career positions and are paid on budgeted (permanent) funds. Extramural Contract & Grant or Gift funded employees must have end dates; on Extramural funds, the end date should not be beyond the closing date of the Contract or Grant.
- FTEs can be created for staff appointments through the TOF application (Enter a 1 in the FTE field in the right column on the TOF screen. To delete an FTE, use a -1 in the FTE field). However, any new Staff FTE created on General Funds will also require the transfer of permanent funds to the General Fund Employee Benefits Pool\*\*\*. Please contact the APB Budget Section for the % rate to use in calculating this amount, and the FAU to be credited.

### Staff Salary Adjustments:

- Any increases (Example: merits, ranges, promotions or equity increases) in salary will need a corresponding permanent Transfer of Funds to increase the overall dollar amounts on the Staffing Lists.

### Terminating Appointments:

- Establish an Open Provision (at the entry level salary) to lock in the vacant (unfilled) position on the Staffing List.
- Transfer Staff Turnover Savings (incumbent's salary minus entry level salary)\*\*\*\* to another sub account via a Permanent TOF within the unit.

\*\*\* The pool of funds used to cover benefits expenses during the year

\*\*\*\*Staff Turnover Savings= The difference between the previous incumbent's salary and the base rate. For example, employee X had a salary of \$65,000/year and vacated the position. The entry level salary of \$50,000 would create turnover savings of \$15,000 from the turnover in staff.

## Funding Sources for Staff Salary Adjustments:

- Staff Range, Equity, and Merit funding are provided by APB based on the July 1st Staffing List for those employees paid on General Funds (19900, 19906, 19924, 19935). APB transfers the funds to the Dean/Vice Chancellor organizational level. Check with your Dean's/VC's office to determine the funding source of other salary adjustments. (Example: reclassifications and promotions)
- Appointments paid on other (non-General Funds) fund sources must absorb all salary adjustments.
- Temporary and permanent funding of salary adjustments will only be provided in the fiscal year the action is approved.
- If a career employee is to be paid on another account/cc/fund (FAU) for a limited period, the EDB should indicate both a begin date and an end date on the temporary distribution. However, this will cause the appointment to drop off the Staffing List due to the end date on the distribution. To ensure that the position remains on the Staffing List, the employee's salary commitment will need to be placed in Suspense (i.e. DOS codes such as BRS, RES) with begin/end dates on the distribution to correspond with the temporary account/fund distribution. When Suspense distributions end, the EDB system automatically defaults the Suspense line into an indefinite end date distribution.
- For example, if a RES (suspense) distribution has an end date of 6/30/07, the distribution will default to a begin date of 7/1/07, an end date of 999999, and a DOS code of REG.

## **Academic Positions:**

### **New Appointments:**

- New appointments and FTE are funded at the Dean/VC level at the organizational base rate.
- Associate and Full Professors, academic positions with tenure, have indefinite end dates.
- Assistant Professors will appear on the staffing list with an end date due to the contractual nature of the appointment.

### **Terminating Appointments:**

- Dean/VC offices are responsible for managing Academic FTE and Open Provisions for vacated positions. These offices are also responsible to notify APB of any separations or retirements on General Funds, since APB will withdraw any Academic Turnover Savings from the department's account to return the funding level (of the position) to the base rate.

### **Funding for Academic Salary Adjustments on General Funds (19900):**

- Upgrading Process- Dean/VC offices are responsible for initiating funding requests to APB for new academic appointments above the base rate (upgrading) and vacated appointments (downgrading, also known as turnover savings withdrawal).
- Academic Merits and Exceptional Increases- Once the Academic Personnel Office approves these actions, the Dean/VC offices are responsible for initiating funding requests to APB.
- Range Adjustments for Academic appointments On-Scale- Should be automatically funded to the appropriate department FAU. If funding is not automatically provided, then the Dean/VC office should request funding from APB.
- Range Adjustments for Academic appointments Off-Scale- Deans/VC offices will need to request funding from APB.

## **Funding for Academic Salary Adjustments on Enrollment Growth/General Funds (19935):**

- Same as above regarding General Funds (19900) except for the following:
- Academic Upgrading funds must be funded within the school's permanent Enrollment Growth Allocation.
- A modified Academic Turnover Savings Withdrawal will be taken when a Faculty terminates. The Dean's/VC's Office is responsible to notify APB of any separations or retirements on Enrollment Growth funds. APB will withdraw that portion related to merits, promotions, exceptional increases and the corresponding range funding. The school will retain that portion related to the upgrade and the corresponding range funding and can be used towards future academic upgrades. A group provision should be established as a holding provision for academic funds used towards future academic upgrades/downgrades (turnover savings).

## **Indefinite Faculty Appointments on Sub 00:**

- Not all academic title codes can use indefinite distribution dates in the employee data system (EDB). Assigning an indefinite end date will generate an entry on the Staffing List. The Staffing List should only include ladder faculty appointments, permanent administrative appointments held by ladder faculty, and a few other appointments cleared for indefinite duration by special approval.
- Listed below are object code categories with corresponding end date information for appointments/distributions. Each object code represents a group of title codes; please refer to the Academic Object Codes section at <http://www.payroll.ucla.edu/charts/chartfrm.htm> for a complete list.
- Object code for the general campus/object code for the health sciences:
  - 1010/1011- tenured ladder faculty, including Security of Employment (SOE) titles: indefinite end dates are appropriate
  - 1020/1021- non tenured ladder faculty, including Potential SOE and Acting titles. Ex. Assistant Professors: appointments should have end dates, but use of special Description of Service (DOS) codes, as outlined below, ensures that appointments appear on the staffing list. Acting titles have unique handling; this is also described below
  - 1030/1031- temporary faculty, e.g. Visiting titles and non-SOE Lecturers: appointments should have end dates
- As mentioned above, appointments with title codes that belong to object codes 1020/1021 require appointment/distribution end dates due to the nature of the appointment. For example, an Assistant Professor appointment uses appointment/distribution end dates because the appointments are renewed every two years. To account for the Assistant Professors on the Staffing List, the Staffing List System is programmed to pick up Assistant Professor distributions that use DOS codes RGA, RSA, DAR, DRR, DRS, DAS, NAS, NRS, and DTS. An entry on the Staffing List will ensure the position is accounted for in the permanent budget.
- Acting faculty titles should have end dates and a DOS code of REG. The appointment won't appear on the staffing list as a position. Instead, the department should lien a provision under the relevant Acting title code and include the incumbent's name in the description.

## **Other Academic Appointments**

- Academic title codes belonging to other object code categories (Academic Administrative, Apprentice Teaching, Apprentice Research, Professional Research, Other Academic) should use distribution end dates to prevent the appointments from appearing on the Staffing List. Exceptions include permanent administrative appointees who also have a faculty title, certain librarian titles, as well as certain non-ladder titles in the Neuropsychiatric Institute.

## Additional Notes:

- FTEs cannot be created for academic appointments since these allocations are controlled by APB.
- Death benefits are requested from APB by the Deans/VC Office.
- An employee's FTE, or percentage of time, must not exceed 1.00 (regardless of fund number).
- For sub 00, appointments on Dental or Medical Compensation Plan funds must have corresponding indefinite 19900 appointments.
- For sub 01, appointments on Dental or Medical Compensation Plan funds should not have indefinite EDB appointments.
- There should not be any indefinite EDB appointments or Open Provisions on Temporary Funds, which are in the following fund number ranges:
  - a. 18200 to 18999: State Contracts and Grants
  - b. 20600 to 20939: State Contracts and Grants
  - c. 20940 to 20999: Local Contracts and Grants
  - d. 21000 to 33999: Federal Contracts and Grants
  - e. 39800 to 56999: Private Gifts
  - f. 57000 to 59999: Private Contracts and Grants
  - g. 77001 to 77149: Local Contracts and Grants
  - h. 78000 to 79999: Private Contracts and Grants